



DOT-WEIGHT ENFORCEMENT STAFF OFFICER

CHARACTERISTICS OF WORK:

This is administrative work assisting the Director of Enforcement in formulating, directing, and coordinating the support functions of the Office of Enforcement, particularly in the areas of logistics, communications, procurement, training, certification, and policy development. Incumbents in this classification perform a variety of important administrative duties in developing and carrying out enforcement programs, and must have a thorough knowledge of the operations of the Office. Duties include analyzing administrative and logistical problems and developing solutions; administering and interpreting rules and regulations for staff as necessary, monitoring budgets and expenditures, development of standard operation procedures to cover all contingencies, and managing enforcement vehicle fleets. Functional supervision is exercised over Weight Enforcement Officer Commander and is received from the Director of Enforcement.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Experience:

Nine (9) years of experience as a DOT-Weight Enforcement Officer;

Training:

Completion of 320 hours of in-service training or approved outside training, as verified by the Agency.

Certification:

Completion of the established training program conducted by the Mississippi Law Enforcement Training Academy.

Required Document:

Applicant must submit a valid copy of certification to verify completion of the training program at the Mississippi Law Enforcement Training Academy.

Special Requirements:

Must not have been convicted by any state or by the federal government of any crimes, the punishment for which could have been imprisonment in the federal or state prison or institution; nor have been convicted of sufficient misdemeanors to establish a pattern of disrespect for the law.

All candidates will be required to pass a medical examination on medical forms provided by the hiring agency, administered by a physician of agency's choice, and to be paid for by the applicant. Upon successful completion of medical examination, the applicant will be required to successfully pass a Physical Efficiency Battery (PEB). The applicant will be provided a minimum of thirty (30) days to prepare for PEB.

If employed, the employee will be required to successfully complete the Physical Efficiency Battery on a semi-annual basis to insure employment with agency.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring

agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal

cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Comprehends and correctly applies all state and federal laws and MDOT regulations applicable to the job and/or assignment. Inspects stations, documents, personnel, and equipment for compliance with Department regulations. Serves as liaison with other enforcement agencies. Coordinates activities with federal, state, and local agencies. Trustworthy, competent, and moral in all aspects of MDOT activities. Grasps, understands, and demonstrates knowledge presented in training sessions.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Completes required and assigned tasks and reports. Coordinates enforcement activities. Assimilates and manages data from a variety of sources.

Problem Solving/Decision Making: The ability and willingness to work with people to identify and solve problems in order to effectively and efficiently complete assigned tasks.

Analyzes and solves administrative and logistical problems. Monitors the budget and takes appropriate action to ensure budget integrity. Oversees the operations of multi-disciplinary enforcement divisions. Effectively deals with difficult issues and people.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Works with federal, state, and local officials and regional and local groups. Effectively manages complaints. Coordinates with other departments within MDOT. Develops and nurtures relationships with stakeholders.

Planning: The ability and willingness to access current needs, identify future needs, and prepare plans for acquiring resources to meet the mission, goals, and objectives of the agency as it relates to the specific job.

Formulates policies, rules, and regulations. Oversees the budget process for the Office of Enforcement. Organizes training materials and conducts training. Plans work schedules. Plans future growth and focus of the Office of Enforcement (new scales and additional personnel).

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates and supervises field operations, including enforcement activities.
2. Maintains liaison with enforcement agencies.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Oversees the procurement of vehicles, firearms, protective clothing, and other types of enforcement equipment.

Coordinates multi-region and/or statewide special enforcement activities.

Acts as liaison with other enforcement agencies on joint details, special enforcement efforts and ensures proper staffing of such details.

Reviews the work of the regional commanders, coordinates their activities, and advises them on matters of policy and administration.

Supervises the collection of data and preparation of necessary reports.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.